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ABSTRACT

This student booklet is seventh in an illustrated series of eleven learning activity packets for use in teaching job hunting and application procedures and the management of wages to secondary students. Two units are included in this packet, one explaining the differences between periodic and merit pay increases and between flat amount and percentage increases, and the other listing the three evaluation criteria for raises (the quantity and quality of work performed, increased responsibility, and initiative) and suggesting ways of requesting a raise. At the beginning of each unit there is a short introduction, then the student objectives are listed, followed by the text section. Suggested learning activities and a Check Your Knowledge quiz conclude the unit. Answers to these quizzes and exercises, as well as final examination ditto masters and answers, are appended as teacher's supplements. As needed, references are made in the text to material in the other booklets. (ELG)

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COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET

SERIES ON JOB ENTRY AND ADJUSTMENT

Packet Seven

GETTING A RAISE

A project of the Department of Industrial Education, University of Maryland
funded by the Maryland State Department of Education, Division of Vocational-Technical Education.

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GETTING A RAISE

Although it's sometimes hard to admit, we all like to be told now and then that we're doing a good job. Knowing it ourselves is the most important thing, of course, but being told so by someone else, particularly by a supervisor, has an added meaning.

One way you can be told you're doing a good job is by a raise in pay. Whenever an employer is willing to pay you a little more for your work, this means that you have value to him. A raise is not only a reward for a job well done. It is also a "push" to continue to improve upon how well you perform your job.

In this Learning Activity Packet you will read about how an employer can reward his employees with raises. You will also read about two different kinds of raises: periodic and merit. Finally, you will find some suggestions on how to go about getting a raise.

STUDENT OBJECTIVES

1

After completing this section of the Learning Packet, you should be able to:

- Identify the differences between periodic and merit increases.
- Explain percentage raises and flat amount raises.

PERIODIC INCREASES VS. MERIT INCREASES

Diana Dogoode's palms were wet. She felt as if she had been sitting outside Miss Backrac's office for hours, but when she looked at her watch, she had been there only ten minutes. The door swung open, Clark Kente, her co-worker, walked out smiling and Miss Backrac appeared behind him, calling Ms. Dogoode into her office for a periodic review.

This meeting had been explained to Diana when she was first hired at Yorktown Insurance as a clerk-typist. Every two months for the first six months, Diana would meet with Miss Backrac, her supervisor, for a review of her work. If her work was satisfactory, Diana would receive a small hourly raise. If her work did not meet Yorktown's standards, she would receive a warning. Unless her work improved, Diana would be dismissed. After the first six months, the reviews would be less frequent, but the raises would be larger.

Once inside, Miss Backrac told Diana to be seated and began to review a checklist of job skills and attitudes. Some of the questions on the list were:

"Is the employee on time? Does she hand in her work on schedule? Is her work neat? Does she get along with her supervisor? With her fellow workers?" Miss Backrac's face was serious as she went down the list, but when she finally looked up, she praised Diana for being such a good worker.

As she left Miss Backrac's office, Diana was assured not only that her paycheck would show a slight increase, but that her supervisors were aware of the effort she put into her work. She felt a sense of satisfaction as she smiled at Ollie, the next person in line for a periodic review.

From this story you can get some idea of what PERIODIC REVIEWS AND INCREASES are. The review is a meeting with a supervisor that is scheduled several times throughout the year. The supervisor reviews the work that an employee has performed over a set period of time. Usually, if the employee's work has been satisfactory, he or she will receive not only praise, but also a raise, and sometimes even a promotion (that is, he will be given a better job). The employee does not have to ask for the raise. As long as his work has been acceptable, he will receive it automatically. This type of review will be scheduled every so often, and a

raise will be given for each successfully completed review. However, if the employee has not been working as well as he should, he will not receive a raise. Perhaps he will receive a warning to improve his work or he may even be fired.

In small companies, periodic reviews may not be so formal but usually some kind of evaluation of the employee's work will be made.

However, many companies do not use this method of giving raises. Jean has worked as a clerk-typist for Platt's Pickle Packing Plant for about 6 months. During her first few weeks on the job, Jean was only given letters to type. Gradually her responsibilities were increased. Now she types bills, files office mail, and answers telephone calls. Mrs. Gold, her supervisor, called Jean into her office last week and told her that she would be receiving a merit increase based on how well she did her work, and on how much her responsibilities had increased. Jean was, of course, very pleased and proud of herself. She decided to work even harder

so that she could earn more raises in the future.

An employee in a company like Platt's Pickle Packing Plant cannot expect an automatic pay raise every few months. Raises in such companies are based on increased responsibility and work performance, and may come at any time. A merit increase means that

the raise is deserved. You must work hard to earn your raise--hard enough for your supervisor to notice and appreciate your efforts.

The amount of your raise and the terms of your raise, regardless of whether it is a periodic or merit increase, may vary from one company to the next. For example, in some companies raises are stated as a percentage of your current earnings. This means that your salary will be increased at a set rate. Eg., your salary may be raised by 10%. That is, if you are now making $100 a week, a 10% raise would make your salary $110 a week. If you earn $3.00 an hour, a 10% raise will increase your pay to $3.30 an hour.

Other businesses will state their increases in terms of a flat dollar amount. This means a set amount will be added to your salary. Your salary may be increased from $100 a week to $125 a week. This would be a raise of $25 a week. An hourly wage may be increased by $.25, from $2.75 an hour to $3.00 an hour.

Below are some activities dealing with periodic and merit pay increases.

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LEARNING ACTIVITIES

Complete both of the following activities:

1. Fill in the blanks in the following sentences:

   a. Raises that come automatically after a scheduled period of time are _____ increases.

   b. A periodic _____ is a regularly scheduled meeting with your supervisor in which you discuss your job performance.

   c. If Mike's hourly wage is raised 10% over what he is earning now, he will be getting a _____ increase.

   d. Myrtle was surprised when her supervisor told her that she would be getting a raise in salary. Myrtle must be getting a _____ increase.

2. Tell whether the following raises are 1) periodic or merit, and 2) percentage or flat-amount raises:

   a. Looey sold more tires than anyone else in the company. As a reward, the manager gave him a $50.00 a week raise in salary.

   b. Every April Elmo's salary is doubled.

   c. Elvis' boss said he was doing so well that he would be given a 15% raise.

✓CHECK YOUR KNOWLEDGE

Complete the following exercises. If you need more practice, you may also do the Alternate Activities.

1. Name at least one major difference between merit increases and periodic increases.

Choose the correct answer:

2. A percentage raise is
   a. a flat amount added to your salary.
   b. an increase at a set rate.
   c. a merit increase.
   d. all of the above.
3. A flat dollar amount increase is
   a. an addition of a set amount to your salary.
   b. an increase at a set rate.
   c. always the best kind.
   d. none of the above.
4. Give an example of a percentage raise.
5. Give an example of a flat amount raise.
6. What is a periodic review?

Check your answers with your teacher. If you had any problems, review the unit. Then, try the Alternate Activities.

ALTERNATE ACTIVITIES

1. Write or call three large local companies and ask if they have periodic reviews of their employees. If they do, ask them if they'd be willing to share a copy of their review form with you and your class. Compare these forms to see if you can identify the similarities and differences in what each company looks for when reviewing its employees.

2. Write to the Civil Service Commission of the U.S. Government for information on their system of salary increases. Do they give periodic or merit increases?

You have now completed Unit 1. Go on to Unit 2 on page 8.

STUDENT OBJECTIVES

2

After you have read this unit of the Learning Packet, you should be able to:

- List 3 things that bosses look for when giving raises.
- List some do's and don'ts on how to go about asking for a raise.

HOW TO ASK YOUR BOSS FOR A RAISE

In most companies that use a merit increase system, it is the supervisor's job to notice which employees are doing good work. However, some supervisors do not work closely enough with their employees to notice which ones are working hard. Or they may simply forget about their duty to recommend raises. In such cases, it is up to the employee to ask for a merit pay increase. Some employers purposely use this system of giving raises. They view the request for a raise as a sign that the employee wants to get ahead.

When you go to speak to your boss about a raise, you should be prepared to convince him that you really deserve an increase. Telling your boss that you need the raise in order to make the payments on your new car doesn't usually work. Your boss wants to know what you have done on the job that deserves an increase in salary. Following are short descriptions of the kinds of things that bosses look for.

1. More money usually follows <u>more work</u>. That is, one way of putting yourself in line for a raise is by handling a bigger workload. You could do this by increasing your speed or by improving your efficiency (that is, getting the most work done with as little waste as possible). When supervisors see that you do your work quickly and accurately, they may give you a wider variety of jobs to do. Your boss will be impressed if you can get more work done than he expected.

2. <u>Increased responsibility</u> often leads to a raise and sometimes even a promotion. You have a sense of responsibility about your job when you know what has to be done and you <u>do it</u> without your supervisor reminding you or watching over you. Working on your own without close supervision is one of the first signs that employers look for when it comes time to promote someone to a better position.

3. Finally, your initiative is very important in getting a raise. Initiative indicates your desire to learn new things and to get ahead in your career. Learn everything you can about your company and how your job fits into the total operation. Don't be satisfied with mastering the skills you need for the daily activities of your job. Ask your fellow employees to explain their work to you. Ask your supervisor to teach you other jobs involved in the company's operation. You might even take some evening courses to learn more about business procedures that you could apply to your job. In general, you should always be looking for ways to improve your work and to learn more about the company you work for.

These, then, are the 3 major objectives--quantity and quality of work performed, increased responsibilities, and initiative--that bosses look for when giving raises. If you feel that you have accomplished these major objectives and you have not received a raise within the last few months, then perhaps it is time that you speak with the boss. Following are some tips for discussing your raise with the boss.

First, you must arrange a meeting with your boss. You may either call him on the telephone to request an appointment, or set one up if you happen to see him in the hall. The method you choose will depend on how formal your company's procedures are. Ask to see him when he has free time to discuss things with you. If possible, ask to see him at a time when you're not expected to be working.

Have your facts lined up before you sit down to

discuss a raise. The basic things you want your boss to know are:

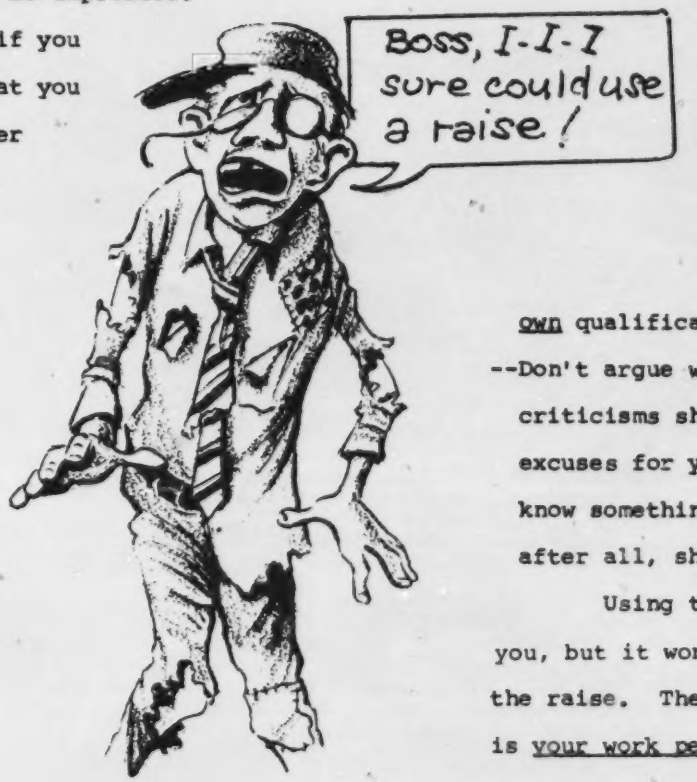
1. Who you are in the company set-up. If you work in a large firm, your boss may not recognize you or know exactly what your job is.
2. What your value is to the organization. Let your boss know exactly how much work you do, especially work that is above and beyond what is expected of you. If you've attended night school, tell him how you've applied what you've learned to your own job. Be sure to mention your interest in his company.
3. What you have done of special merit. Your boss will be more impressed if you can give specific examples. If you have introduced a new filing system in your office, tell your boss! If your co-worker was sick one day and you did the work of 2 people, tell your boss! TOOT YOUR OWN HORN! Your boss may never know until you tell him.
4. What you want to do. Show the boss your initiative. Tell him about your ideas for improving the efficiency of your own work area, or of the whole company, for that matter! Let him know that you plan for bigger and better things.

Here are some "don'ts" to watch out for when approaching your boss about a raise:

--Don't try to talk to her when she's busy. Busy people become angry and impatient when they are interrupted. Besides, your boss may think that, because she's so busy, you should be too.

--Don't do it on the spur of the moment. Remember that you want the boss to be impressed. She will be completely turned off if you stomp into her office and shout that you are underpaid. You want to show her that you are a responsible person.

--Don't attack your supervisor for not recommending a raise for you. Bosses are suspicious of an employee who speaks against his supervisor, because it usually means that the employee doesn't get along with his supervisor. If you have an honest criticism, say it directly and sincerely, but <u>not</u> when you are discussing a raise.



--Don't compare your salary with that of a co-worker. The differences you see may be due to things that you are not aware of. Always remember that a merit salary increase is based solely on <u>your own</u> qualifications.

--Don't argue with your boss. Accept any criticisms she may have without making excuses for yourself. Your boss must know something you haven't learned yet--after all, she is the boss!

Using the above guidelines can help you, but it won't guarantee that you'll get the raise. The most important thing of all is <u>your work performance</u>.

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Do the following Learning Activities. Then go on to Check Your Knowledge. If possible, try the Alternate Activity.

LEARNING ACTIVITIES

1. Fill in the blanks in the following sentences. A few letters have been done for you to help get you started. Then, use the numbers under each blank to figure out the Coded Message. (Get a worksheet from your teacher.)

   a. More money usually follows _ _ r _
   1 2 3 4

   _ o _ _ .
   5 2 3 6

   b. Working on your own shows

   _ _ c _ _ _ _ _ _
   11 9 16 3 4 17 7 4 18

   _ _ _ _ _ _ _ _ _ _ _ _ t _ .
   3 4 7 8 2 9 10 11 12 11 13 11 14 15

   c. _ n _ _ _ _ t _ _ _ shows your
   11 9 11 14 11 17 14 11 19 4
   desire to get ahead.

   CODED MESSAGE:

   G _ _ _ _ _ _ _ _ . _ _ _ _
   2 2 18 5 2 3 6 1 2 3 4

   _ _ _ _ _
   1 2 9 4 15

2. What did each of the following workers do wrong when asking for a raise? What would you have done differently?

   a. At lunch, Moe decided that he wanted a raise. Right after lunch, he went into the boss' office to ask for one.

   b. Maizie was upset because Louis, a new worker, was higher paid than she was. She told her boss that she thought she should make as much as Louis.

   c. Lulu walked into her boss' office and asked him for a raise. The boss was interviewing a job applicant at the time.

✓CHECK YOUR KNOWLEDGE

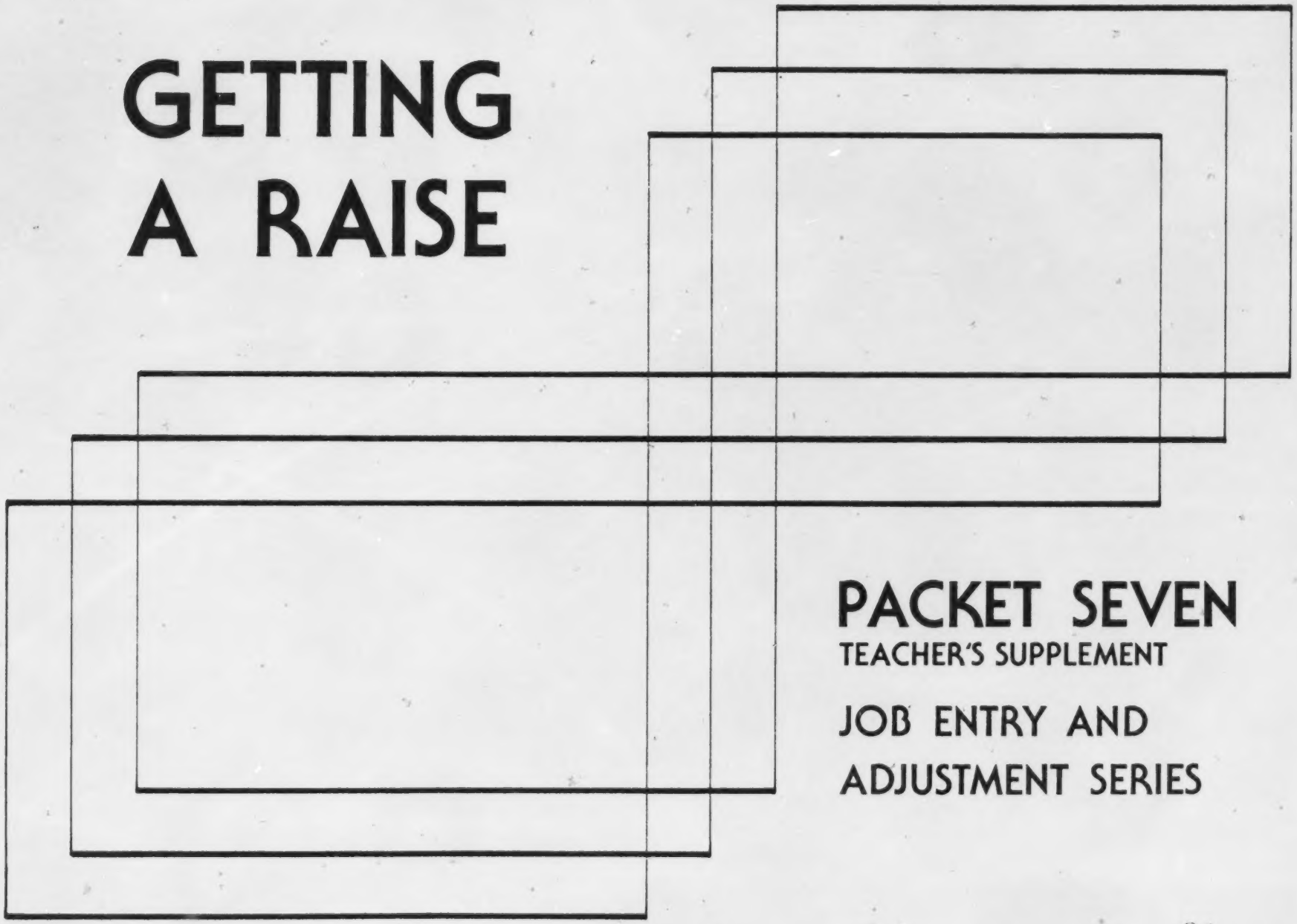
1. List 3 things that bosses look for when giving raises.
2. List 3 facts that you should have lined up before you sit down to discuss a raise with your boss.
3. What are 3 "don'ts" to watch for when asking your boss for a raise?
4. Give an example of initiative.

ALTERNATE ACTIVITIES

1. Working with a partner, pretend that you are a worker asking your boss for a raise. Discuss what you did well and how you could improve. Then, switch roles with your partner--you be the boss and let your partner be the worker.

You have now completed Packet 7. It would be a good idea to review the entire Packet before taking the final exam.

GETTING A RAISE



PACKET SEVEN

TEACHER'S SUPPLEMENT

JOB ENTRY AND ADJUSTMENT SERIES

COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET

SERIES ON JOB ENTRY AND ADJUSTMENT

Supplement to Packet Seven

GETTING A RAISE

A project of the Department of Industrial Education, University of Maryland
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Illustrations: John Littlehales.

PAGE 6

Answers to

LEARNING ACTIVITIES

1. a. periodic
   b. review
   c. percentage
   d. merit

2. a. merit, flat amount
   b. periodic, percentage
   c. merit, percentage

13

1. See page 7C for Fill-In worksheet ditto and answers.

2. a. -Moe should not have decided that he wanted a raise on the spur of the moment. He should not have gone right into the bosses office after lunch.
   -Proper actions: Should have taken more time to think carefully about a raise. Should have made an appointment to see the boss.

   b. -Maizie should not have compared her salary to that of a co-worker and used this as a rationale for a raise.
   -Proper action: If she still felt that she deserved a pay increase, she should have come up with more valid reasons, which did not involve Louis.

   c. -Lulu should not have walked in on her boss while he was busy.
   -Proper action: Should have made an appointment to see the boss when it was convenient for him.

PAGE 7

Answers to

✓CHECK YOUR KNOWLEDGE

1. Can be either one of the following two comparisons:

   Merit: based on responsibility and performance.
   Periodic: based on successfully working for a pre-arranged amount of time.

   Merit: can come at any time.
   Periodic: comes automatically after a set amount of time.

2. b

3. a

4. Student example: can be any example of a percentage raise in pay; e.g., $100 a week increased by 10% = $110.

5. Student example: can be any example of a flat amount raise in pay; e.g., $100 a week increased by $25 = $125.

6. A meeting with a supervisor which is held at regularly scheduled times. The supervisor reviews, with the employee, the work that he or she has done over a set period of time.

13

1. -Does employee do his work quickly and accurately?
   -Has worker shown increased responsibility; i.e., can work on own without constant supervision and direction?
   -Does worker show initiative--is he willing to learn new things and master new skills?

7A

PAGE 13

Answers to

✓CHECK YOUR KNOWLEDGE

2. Can be any 3 of the following:

-Who you are in the company set-up.
-What your value is to the organization.
-What you have done of special merit.
-What you want to do in the future.

3. Can be any 3 of the following:

-Don't try to talk to the boss when he's busy.
-Don't approach the boss on the spur of the moment.
-Don't attack or accuse your supervisor for not recommending you for a pay increase.
-Don't compare your salary with that of a co-worker.
-Don't argue with your boss.

4. Example should indicate a desire to learn new things and get ahead in the company.

Final examination and answers can be found on pages 7D and 7E.

NOTES

Answers to
Learning Activity #1
Fill-In Worksheet
Page 13, Packet 7

1. a. m o r e w o r k

   b. i n c r e a s e d
   r e s p o n s i -
   b i l i t y

   c. i n i t i a t i v e

CODED MESSAGE:

G O O D W O R K =

M O R E M O N E Y

Ditto for student use →

7C

Learning Activity #1
Fill-In Worksheet
Page 13, Packet 7

1. Fill in the blanks in the following sentences. A few of the letters have been done for you to help you get started. Then, use the numbers under each blank to figure out the coded message.

   a. More money usually follows $\underset{1}{_}\ \underset{2}{_}\ \underset{3}{r}\ \underset{4}{_}\quad \underset{5}{_}\ \underset{2}{o}\ \underset{3}{_}\ \underset{6}{_}$.

   b. Working on your own shows $\underset{11}{_}\ \underset{9}{_}\ \underset{16}{c}\ \underset{3}{_}\ \underset{4}{_}\ \underset{17}{_}\ \underset{7}{_}\ \underset{4}{_}\ \underset{18}{_}$

   $\underset{3}{_}\ \underset{4}{_}\ \underset{7}{_}\ \underset{8}{_}\ \underset{2}{_}\ \underset{9}{_}\ \underset{10}{_}\ \underset{11}{_}\ \underset{12}{_}\ \underset{11}{_}\ \underset{13}{_}\ \underset{11}{_}\ \underset{14}{t}\ \underset{15}{_}$.

   c. $\underset{11}{_}\ \underset{9}{n}\ \underset{11}{_}\ \underset{14}{_}\ \underset{11}{_}\ \underset{17}{_}\ \underset{14}{t}\ \underset{11}{_}\ \underset{19}{_}\ \underset{4}{_}$ shows your desire to get ahead.

CODED MESSAGE

$\underset{}{G}\ \underset{2}{_}\ \underset{2}{_}\ \underset{18}{_}\quad \underset{5}{_}\ \underset{2}{_}\ \underset{3}{_}\ \underset{6}{_}\quad =\quad \underset{1}{_}\ \underset{2}{_}\ \underset{3}{_}\ \underset{4}{_}\quad \underset{1}{_}\ \underset{2}{_}\ \underset{9}{_}\ \underset{4}{_}\ \underset{15}{_}$

7C

Answers to
Final Exam
Packet 7

5. periodic, flat amount

6. merit, percentage

7. To review the employee's work and inform employee of raises and promotions.

8. Can be any 3 of the following:

-Don't try to talk to your boss when she's busy.
-Don't ask for a raise on the spur of the moment.
-Don't attack your supervisor for not recommending a raise for you.
-Don't compare your salary with that of a co-worker.

Ditto for student use

7E

Final Exam
Packet 7

In numbers 5 and 6, tell whether the raises are flat amount or percentage, and merit or periodic.

5. Huey gets a salary raise of $10.00 every 6 months.

6. Every so often, the fastest typist in the office gets a 20% raise in salary.

7. What is the purpose of a periodic review?

8. List 3 "don'ts" to keep in mind when asking for a raise.

7E

Answers to Final Exam Packet 7

1. d
2. b
3. a
4. Can be any 3 of the following:

   -Who you are in the company set-up.
   -What you have done of special merit.
   -What you want to do.
   -What your value is to the organization.

Ditto for student use →

7D

Final Exam Packet 7

Circle the best answer.

1. A periodic review
   a. is held before the worker is hired.
   b. is used by all companies.
   c. is only held for new workers.
   d. none of the above.
2. A merit increase
   a. is a periodic method of giving raises.
   b. means that the raise is deserved.
   c. is seldom used by big companies.
   d. all of the above.
3. When asking the boss for a raise, it is best to
   a. make an appointment ahead of time.
   b. catch him in the hall, so he'll be off guard.
   c. call him at home.
   d. do not ask for a raise--wait until the boss offers one.
4. List 3 facts that you should be prepared to tell your boss when asking for a raise.

7D